



LAUNDRY WORKER

Announcement # M-82511

Salary: \$8.86 per hour Series/Grade: NA 7304 02

Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

OPENS: January 7, 2011

LOCATION: Navy Gateway Inns & Suites – Pax River NAS

First Cutoff: January 21, 2011

CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Flexible position (0 – 40 hours per week)

TO APPLY: Download forms on <http://www.cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.* Direct inquiries to: 301-342-7656.

MAJOR DUTIES AND RESPONSIBILITIES

Sorts, washes and dries laundry in accordance with established instructions and/or as directed by the Leader/Supervisor. Operates commercial washers and dryers and irons paying special attention to detail while working with the laundry to prevent staining, over-bleaching or over-starching. Picks up and delivers laundry to various facilities. Inventories laundry to detect missing inventory. Keeps inventory, records damages and issues requests for replacement. Reads and follows written directions from manufacturer and/or supervisor. Cleans filters, equipment and notifies supervisor of any malfunctions. Maintains documentation of work performed on a daily and monthly basis. Perform all other related duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED

A general knowledge of processes, chemicals and equipment associated with laundry services. Must be able to communicate clearly and effectively both verbally and in writing with management, staff, guests and customers. Must possess basic math skills and be able to interpret instructions.

SPECIAL REQUIREMENTS

Must be able to pass a background investigation. This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours. The staff member may be recalled to duty and/or required to work overtime, including on an emergency basis. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required.

Visit our web site: <http://www.cnic.navy.mil/NDW/About/Jobs>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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